

The Embassy in Jakarta — an overview

The mission in Jakarta

The Ambassador, who is the personal representative of the President, heads the United States diplomatic mission to Indonesia. The Deputy Chief of Mission (DCM) agencies assists the Ambassador in directing and coordinating all mission activities for the following U.S. government. In addition to the embassy in Jakarta, there is a Consulate General in Surabaya and a Consular Agent in Bali. Long-term TDY personnel assigned to Jakarta work in Medan and in Dili, East Timor.

The Department of State

The State Department is the lead U.S. Government component of the U.S. Mission. The Foreign Service of the United States is America's diplomatic service and is responsible for advancing U.S. interests and fostering international relationships through the exchange of representatives. The Foreign Service supports the President and Secretary of State in planning, making, and pursuing America's foreign policy goals, objectives and interests. It involves the functions of representation; administration of U.S. overseas missions; caring for Americans abroad; public diplomacy; and reporting, communicating, and negotiating on political, economic, consular, administrative, public diplomacy, and commercial affairs.

U.S. Agency International Development (USAID)

The mission director and deputy director head the USAID office in Jakarta. Its current activities focus on broad-based sustained economic growth through joint programs in the areas of economic policy, health, family planning, environment and democracy strengthening. USAID assistance includes providing technical advisors to a number of Government of Indonesia departments along with funds for programs and research. Also, financial grants are provided to private sector entities working in areas that complement agreed-upon strategic objectives. USAID support increasingly emphasizes strengthened policies and institutions, so that Indonesia -- in keeping with its increased economic strength -- gradually may move away from traditional donor assistance.

Foreign Agricultural Service (FAS)

The Foreign Agricultural Service monitors agricultural developments in Indonesia. FAS is devoted to developing and expanding the market for U.S. agricultural products and reports on agricultural conditions in Indonesia to the U.S. Department of Agriculture. Agriculture Affairs and Agricultural Trade Specialists in various commodity areas can provide basic information and advice regarding tariffs, non-tariff barriers, regulations, and other aspects of the Indonesian market.

U.S. Department of Commerce (USDOC)

USDOC, also known as the Foreign Commercial Service (FCS), is housed in Wisma Metropolitan II on Jalan Sudirman. Its mission is to promote exports of goods and services from the U.S. and to advocate U.S. business interests abroad. FCS personnel assist export-oriented firms in taking advantage of trade opportunities by providing individualized counseling and advice, overseas market insight information, contact services, advocacy support, and other promotional activities. Some of the services available at the Commercial Center include an appointment service, agent distributor search, offices for rent, market research reports, a conference room, a multipurpose room, and a product display area.

The Library of Congress (LOC)

The Jakarta Library of Congress office, located at Jalan H.O.S. Cokroaminoto, No. 65, has regional responsibilities for Indonesia, Malaysia, Singapore, Brunei, Thailand, Vietnam and the Philippines. Its principal function is to acquire Indonesian and Southeast Asian publications for the Library of Congress and American research libraries. It gathers important books written in English and Southeast Asian languages for distribution to the Library of Congress, six research libraries and fourteen American universities. A field director heads LOC operations.

The Department of the Interior, Office of Surface Mining Reclamation and Enforcement

The Office of Surface Mining's (OSM) primary role is to serve as advisor to the Ministry of Mines and Energy and other government agencies responsible for mining environmental policy in Indonesia. OSM's primary objective is to train qualified Indonesian government personnel to enable the Ministry of Mines to develop staffs with broad technical capability that could be fully responsible for all aspects of mining environmental policy. The technical assistance will include both long-term and short-term assignments of personnel covering all areas associated with environmental policy. Technical assistance and training will be provided through joint teams of U.S. and Indonesian personnel working closely together in each task. OSM is located at Jalan Merdeka Selatan No. 18.

The Defense Attaché Office (DAO)

The Defense Attaché Office, headed by the Defense Attaché, includes personnel from the following services: the United States Army, Navy, Air Force and Marine Corps. DAO personnel maintain military-to-military contact with their counterparts in Indonesia and report back to Washington, D.C. DAO personnel also advise the Ambassador on military matters. Their third function is to host and attend representational gatherings with other Attachés and foreign and host country civilian and military officials. The DAO in Jakarta also has a C-12 aircraft used for traveling to other islands within Indonesia to assist them in accomplishing their mission.

The Office of the Military Attaché for Defense Programs (OMADP)

The Office of the Military Attaché for Defense Programs provides advice and assistance to the Defense Attaché and the Chief of the U.S. Diplomatic Mission on security assistance matters. OMADP works with the Government of Indonesia in developing and executing Security Assistance plans and programs in support of U.S. and Indonesian policies; provides guidance, support and assistance to U.S. defense companies marketing defense systems, articles and training; and develops defense cooperation in armaments in Indonesia in accordance with pertinent Department of Defense, U.S. Pacific Command and military department directives. The Military Attaché directs OMADP for Defense Programs.

The Naval Medical Research Unit (NAMRU)

The Naval Medical Research Unit began operations in Indonesia in 1970. Founded to study tropical diseases, its offices are located at the Indonesian Department of Health. The U.S. NAMRU-2 unit is an element of the U.S. Navy. It was established in Indonesia in order to collaborate with the Indonesian Department of Health on health problems of mutual interest as part of Indonesia's National Health Development. NAMRU staff collaborates with the Indonesian Department of Health in the areas of manpower development, institution building and research on and surveillance of infectious diseases to enhance the health, safety and readiness of U.S. Armed Forces in the effective performance of peacetime and contingency missions throughout Southeast Asia. At present, NAMRU-2 is involved in malaria, cholera, typhoid, dengue fever, HIV/AIDS, tuberculosis and numerous other medical research projects throughout Indonesia and Southeast Asia and works closely with the Indonesian government and the governments of other countries in the region.

Embassy Services

The Community Liaison Office (CLO)

The CLO serves as a resource center for a wide variety of information both before you arrive and after you get settled in at post. CLO assists newcomers with the transition to life at post by sharing information before their arrival, handling school registration of children, and organizing orientation programs for newly arrived personnel. In addition, the office includes an Internet kiosk for use by the entire community. This is especially helpful to newcomers awaiting the arrival of their home computers.



Soon after you've settled in, you'll want to check out the CLO Library, which includes a bounty of travel books and brochures on destinations throughout Indonesia and Southeast Asia, as well as general travel guides. The library also includes reference materials on a variety of topics, including employment, education, and health issues.

The CLO coordinator is the mission's advocate for families and community issues and concerns. The process of moving to a new place can be overwhelming, especially for family members who don't have the daily structure of work to maintain some degree of stability. The coordinator is always available to offer confidential advice and support. CLO can also help you get in touch with others with similar interests and to get involved in the community — the surest step toward feeling comfortable in a new place.

One important area in which the CLO is involved is in helping find employment for family members who wish to work. The coordinator is an advisor to the Eligible Family Member Employment Committee, which ensures that hiring within the embassy is done in a fair and unbiased manner. Family members interested in finding work in Jakarta should send a copy of their resume to the CLO. In addition to opportunities within the embassy, CLO is often contacted by outside organizations seeking part-time or temporary help. The coordinator also organizes the mission's summer hire program for high school and college students.

The CLO organizes a variety of community events, including orientation programs, social events and tours. You can find out the latest events going on in the community by looking at the calendar in the *Cicak*, the post's weekly newsletter. When you are not sure where to turn, the CLO is a good place to start. You can reach Joy Bacik, the CLO Coordinator, on e-mail at clojakarta@state.gov or bacikjk@state.gov

The Medical Unit

The embassy has a medical unit located in the embassy compound. It is staffed by a full-time Foreign Service doctor, a Foreign Service Nurse Practitioner, a Foreign Service Medical Technologist, two local hire nurses, a local hire secretary and a local hire lab technician. A small commercial pharmacy operates in the Medical Unit. The Medical Unit is open during regular embassy hours and conducts medical orientations, gives immunizations and provides general primary health care. Some referrals are made to local facilities and specialists, but most cases requiring hospitalization are medevaced to Singapore. A medical officer remains available by telephone should medical problems arise after hours.

Soon after arriving at post, you should schedule an appointment for a medical orientation briefing. Please be sure to bring your family's medical and immunization records with you. The Medical Unit provides an informative Medical Briefing Book, which covers a number of common concerns.

The Commissary/USEA

The Commissary, located on the embassy compound, is a cooperative operated by the United States Employees' Association (USEA). Members pay a joining fee, which is refunded when they leave post. The Commissary (similar to a large Seven-Eleven store in size) stocks a range of grocery items, frozen foods, dairy products, meats, and soft drinks as well as duty-free beer, wine and liquor. Products are imported primarily from the U.S., although monthly air shipments from Australia are used to supplement stocks and provide fresh produce. The Commissary operates a special order service where items by the case to suit individual tastes can be ordered, for a small surcharge, along with the store's regular shipments. The Commissary also provides a personal fax service, a dry cleaning service, film processing, and a pack and wrap service and sells travelers' checks. In addition, the USEA operates a video rental facility and small book lending library and manages the American Snack Bar. The Snack Bar is open for breakfast and lunch and provides a limited catering service.



General Services

The General Services Office is responsible for a range of services for embassy families with the broad goal of providing the maintenance, facilities, and other services necessary to live and work comfortably. Soon after arriving at post you will attend a GSO briefing covering the basics of this office's many services. In this publication we will cover two areas - housing and transportation - which you are no doubt thinking about as you prepare for your tour in Jakarta. If you have questions about other GSO services, feel free to direct them to the CLO, who will pass them along to the appropriate GSO office.

Housing

Housing in Jakarta is generally comfortable. Mission personnel are housed in a variety of homes, including apartments, townhouse complexes, and a few single-family homes. Assignments take into account a number of factors – principally family size and position grade. Embassy personnel are housed in a handful of neighborhoods throughout Jakarta. Each offers its own advantages. The following descriptions give a thumbnail sketch of each main housing areas. If you have questions about particular neighborhoods, contact the Housing Coordinator, Teresa Wohlman at wohlmantc@state.gov.

Embassy housing neighborhoods

- **Prapatan Apartments** are an embassy-owned complex of 13 apartments near the embassy. The complex includes three buildings, one of which houses the post's Marine detachment. Apartments in Prapatan have two bedrooms and are relatively large, compared to apartments in the Washington, DC area. While the complex is only a few blocks from the embassy compound, heavy traffic makes walking difficult.

- **Menteng** is the neighborhood just south of the embassy in the downtown area. Many representational quarters, including the Ambassador's and DCM's residences, are located in Menteng, although smaller homes and apartments are also available. Menteng residences are convenient to many shopping areas and to the embassy, but are farther from the schools and the American Embassy Recreation Association (AERA) Club, which are located in South Jakarta. Commutes to the embassy average 15 minutes.
- **Galuh** is a neighborhood a bit further south of the embassy. Many embassy families live in this neighborhood, either in the 14 embassy-owned townhouses on Jalan Galuh I or in houses and duplexes on surrounding streets. This neighborhood is close to Pattimura Elementary, the school attended by most of the embassy's younger children. Located about halfway between the embassy and the AERA Club, it is considered an ideal location by many. Commutes to the embassy from the Galuh area average 20 minutes in the morning and 30 to 45 minutes in the afternoon.
- **The vicinity of the American Embassy Recreation Association.**
The quiet streets near the AERA club, located in the Kebayoran Baru neighborhood of South Jakarta, are home to many embassy families in private homes and townhouse complexes. There is also a very limited number of houses adjacent to the club, most of which are reserved for military personnel. Commutes from this area to the embassy average 30 minutes in the morning and 45 minutes to one hour in the afternoon.
- **Kemang**, located a bit further south, is known as an "expat enclave" and has many good international restaurants and shopping centers. USAID's primary housing complex is located in Kemang, and a handful of families from other agencies live in Kemang as well. Commutes to the embassy average 45 minutes in the morning and one to one-and-a-half hours in the afternoon.



If you have a preference as to what type or location of housing you prefer, you should make your preference known to the Supervisory GSO, and your agency's representative as far in advance of your tour as possible. While it is not possible to accommodate every request, we will try to match your preference as closely as possible with available housing, consistent with housing regulations.

Housing assignments are made by the Inter-Agency Housing Board, which consists of 10 voting and 3 advisory members who represent all agencies. The board administers the post housing policy in conformance with the worldwide, all-agency standards established in volume 6, section 700 of the Foreign Affairs Manual. The board reviews proposed new housing for compliance with space, rent, and location standards and also decides which housing should be dropped when it no longer meets mission needs. With most transfers occurring in the summer, the board meets in the late spring to assign available housing to new arrivals and then as needed throughout the rest of the year. Every effort is made to assign employees to appropriate housing which will be available at the time of arrival. When suitable permanent quarters are not immediately available, temporary quarters are assigned by the embassy.

Employees are expected to remain in their permanently assigned quarters for the duration of the tour. No employee who has been assigned to adequate quarters has a right to be reassigned merely because of personal preferences. Requests for changes based on justifying circumstances (e.g. change in number of dependents, to meet the needs of the government) should be discussed with the representative Board member and, if merited, submitted to the Board for consideration. (The current list of Board members is included in the "Designation of Responsibilities" issued by the Human Resources Office.)

Complete information on the post housing policy is described in the Mission Housing Manual. A copy will be given to each new employee at the GSO briefing scheduled shortly after arrival at post.

Hospitality Kits

When you arrive at post, your residence will be equipped with a hospitality kit - the basic necessities for getting by until your airfreight shipment (UAB) arrives. (Hospitality kits are also made available to employees who have packed out and are waiting to depart post.) The kit includes a limited amount of kitchenware, dishes, cutlery, glassware and linens as well as an ironing board and an iron. You will receive a list of all items included in the kit. Check to make sure that the list is accurate because you will be held responsible for everything on it. To return the kit once your UAB arrives, you will need to contact the Property Accounting and Warehouse (PAW) Unit of the embassy who will pick it up. Comments on the condition and appropriateness of the items included in the hospitality kits are always welcome.

Transportation

Shipping of household goods

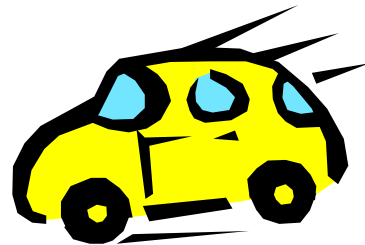
After you pack out, the shipper must fax the ocean bill of lading with the packing list/inventory to GSO/transportation at 62-21-3435-9923. Original shipping documents must be sent as soon as available by air courier to:

GSO/Transportation
American Embassy
Jl. Medan Merdeka Selatan No. 5
Jakarta 10110, Indonesia

Faxing your inventory will significantly expedite the clearance of your HHE shipment through customs. With good timing and a bit of luck, your shipment can be cleared prior to your arrival in Indonesia.

Automobiles

Having a car in Indonesia can be a blessing or a curse, and the decision whether to have a vehicle - and how to get one - is a major one. Many people find that they are able to get around easily without a car by using taxis, taking the home-to-work shuttle, and renting cars occasionally. Not owning a car means not having to hire a driver (or not contending with driving yourself in Jakarta traffic) and avoiding maintenance and insurance costs. On the other hand, having a private car is a convenience. Many car owners have personal drivers who, in addition to driving can pay bills, run errands, and maintain the vehicle. If you are uncertain about whether you want to have a car at post, talk to others at post with a similar schedule and family situation to your own - ultimately, only you can tell how important having a car will be to you.



To help you get settled in, post has set aside 20 hours of free Embassy car/driver time within your first 30 days at post. However this is subject to car/driver availability and limited to the hours of 9:00 a.m. to 3:00 p.m., Mon-Fri for both driver and vehicle. Hours can be used on Sat/Sun but employees will have to pay for the driver's overtime. Since each agency operates its own motor pool, please check with your agency for details on the policies regarding availability of this convenience.

Importing a vehicle to Indonesia

You **must** check with GSO/Transportation (TRS) before shipping your personal vehicle to Jakarta. Indonesia prohibits the importation of commercial vehicles (pick-up trucks, trucks, buses and vans). However, the Embassy is currently challenging this ruling and will advise employees what the outcome is in the future. Even with lifted restrictions, it is still a lengthy process for getting initial permission for import. TRS will submit the necessary forms, which must clear three government offices for approval. Therefore, vehicles shipped without permission must wait at the local seaport drawing huge demurrage charges, sometimes in excess of \$3000. This paperwork cannot be initiated until the employee becomes accredited with the Government of Indonesia. This is accomplished through issuance of a multiple entry visa and stay permit. This process generally takes about 30 days after arrival.

Since individual agency regulations differ, you should first check with your agency on whether you are authorized to bring a vehicle to post. By post policy, the employee's imported vehicle must arrive in Indonesia during the employee's first six months at post. If that does not occur, the government of Indonesia places restrictions upon the sale of such a vehicle. If you do decide to import a vehicle, you should know that it could take several months to ship the vehicle and clear customs.

All personal property imported into Indonesia by mission employees under the auspices of diplomatic privileges and immunities, including privately owned vehicles (POV), must be for their bona fide and exclusive personal use. All vehicle importation or local purchases must comply fully with both mission rules and Indonesian regulations and accordingly, must have the prior approval of the GSO/Transportation section.

Motorcycles

The Embassy is currently challenging the GOI's restriction on importing motorcycles as privately owned vehicles. The GOI does not recognize duty free import of motorcycles and import can only be accomplished through a few dealers in Jakarta. Employees could choose to pay duty, but TRS is unable to define what the Customs office would charge. Since motorcycles are shipped via HHE, that presents a problem to Post in getting it recognized as a vehicle for registration purposes. However, if employees want to bring in a motorcycle as a vehicle, please contact TRS prior to packing it into HHE. And since TRS does not know how the GOI will react to this method, be prepared to have HHE held for a longer period of time than the normal process.

Purchasing a vehicle

Purchase of locally assembled duty-free vehicle

If you do not bring a car with you to post, you may choose to buy a new or used car locally. Direct-hire employees may purchase one duty-free, locally assembled motor vehicle at any time in accordance with the usual Ministry of Foreign Affairs approval procedure. You should keep in mind that Ministry of Foreign Affairs regulations state that the vehicle is to be in the owner's possession for two years prior to sale. The only exception is in the case of an employee who is permanently transferred to another post outside Indonesia.

Most locally assembled sedans are available duty-free. Vehicles classified as commercial (vans and buses) are sold as “off-the road” and import duty provisions do not apply to these vehicles. You must advise the transportation office of your intention to purchase a locally assembled duty-free vehicle. The transportation office will help you obtain approval and registration with the government of Indonesia. Please note that this too is a lengthy process. The purchase of a new vehicle could take over 6 weeks since it is a paperwork intensive process that depends heavily upon the dealership delivering the vehicle paperwork in a timely manner. Purchasing a used vehicle from a departing employee takes less time.

The administrative must approve all requests for a second vehicle, duty-free or duty-paid counselor prior to advising the transportation office or initiating purchase. All vehicles owned by USG direct-hire employees must be registered by the embassy at the Foreign Affairs Office.

Purchase of duty-paid vehicles

Some mission employees choose to purchase duty-paid cars at post. While these cars are more expensive, there is a broader resale market and fewer resale restrictions. You should consult with the transportation office before purchasing a duty-paid car, as the car must be registered at the Ministry of Foreign Affairs.

Selling a vehicle

Sale of duty-free vehicles

A duty-free vehicle can be sold only during an employee’s last three months at post after the administrative counselor has given approval. Any exception to this policy must be requested from and approved by the administrative counselor.

Vehicle registration and tags must be returned to the transportation office at the time of sale. The transportation office notifies the Ministry of Foreign Affairs of the disposition of the employee’s duty-free vehicle via a diplomatic note. The Ministry of Foreign Affairs must receive this note prior to giving permission to export the employee’s personal/household effects.

Sale of duty-paid vehicles

With prior approval of the administrative counselor, USG direct-hire employees may sell duty-paid personal vehicles at any time. The transportation office must be apprised of the sale to update its records and de-register the vehicle at the Ministry of Foreign Affairs. The registration and tags must be returned to the transportation office along with a copy of the bill of sale.

Miscellaneous

Automobile Insurance

United States government policy regarding private automobile insurance coverage for USG Employees posted abroad requires that all USG employees obtain personal liability insurance for their Privately-Owned Vehicle (POV) in an amount which can reasonably be expected to afford compensation to victims under local law of the host country. It also requires that employees maintain such insurance for the duration of their tour.

All personal vehicles must be covered by third party liability insurance. This protects the owner (first party) via the insurance company (second party) from an accident victim (third party). This coverage must include anyone who drives the vehicle. Embassy Jakarta requires a minimum of Rp. 1,000,000.00 (one million) third party liability coverage.

GSO/TRS is required to maintain proof of the POV Insurance Policy on file and accordingly, requests that all employees who own a POV at post provide GSO/TRS with a copy of the insurance policy or proof of such insurance.

Driver's License

Employees are not allowed to drive in Indonesia using a U.S. state driver's license. The transportation office provides assistance in obtaining Indonesian driver's licenses for all U.S. direct-hire mission employees and their eligible dependents. A member of the transportation staff will accompany you to the local Police Headquarters (POLDA). Trips are generally scheduled the first Wednesday of each month, but you should confirm with the transportation office. The office can also provide you with guidance as to the types of documentation you will need.

You may also elect to get an International driver's license before coming to Indonesia. These licenses are valid for driving in Indonesia but must be legalized/stamped at the Indonesian Motor Association for a small fee. An International driver's license cannot be extended in Indonesia. You will have to request a new license through the mail from AAA or other U.S. source.

Getting settled in Jakarta

Shopping

Most families use a combination of resources to supply their basic needs including local markets and grocery stores, duty free stores and the embassy commissary. Among all of these sources, nearly all common food and toiletry items (or acceptable substitutions) are available locally. On average, you can expect to spend approximately the same on food and toiletries as in the United States, although the price range is broad. If you rely on many imported brand-name goods, you can expect to spend slightly more than you do in the States; if you shop in local markets and buy mainly locally produced goods, your costs will be significantly lower. If you are particularly reliant on a certain brand of drug store-type item, it's a good idea to stock up before you come. This is especially true of any medications used on a regular basis.

More and more mission families are finding that the Web is a great resource for buying food, groceries, and toiletries. Most popular web sites will ship to FPO boxes. Many embassy families have found that www.netgrocer.com, www.drugstore.com, and other web sites are a convenient and cost-effective way to buy U. S. goods.

Hiring household staff

Most employees have household help, although the type and number of staff can vary considerably according to your family size and type of housing, as well as your own preferences. You will have to decide whether to hire a housekeeper, maid, nanny, or some combination of the three after arriving at post. Most employees who have personal vehicles find that hiring a driver is preferable to negotiating Jakarta traffic for themselves. In addition, those living in individual houses (as opposed to apartments or townhouse complexes, which provide security services)

usually hire guards, or jagas. The Regional Security Office (RSO) will provide temporary guard service for two weeks after your move into your permanent house.

The CLO conducts an annual household staff wage survey that is available when you arrive at post. The survey will help you decide what types of staff to hire and to determine a fair wage for your staff.

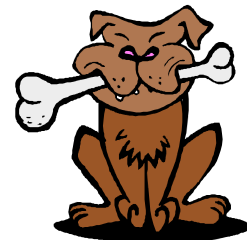
Importing Pets to Indonesia

Indonesia does not have a quarantine or limit on shipping pets (dogs and cats) into the country. There are three methods for shipping your pet. Method one is as accompanied baggage; the second method is as air cargo; the third method is as carry-on baggage (limited to small pets and airline approval). You, the owner, will have to decide what method is available to you and which you prefer.

Accompanied Baggage. One method to bring pets to Jakarta is as accompanied baggage (excess baggage) since the pet travels with you on the same flight to your destination. Your pet can be immediately cleared through customs if all documentation is available and valid. The airline determines excess baggage charges, which is a personal expense not reimbursed by the US Government.

There are several deciding factors however in using this method:

1. The time of year.
2. Available space on all connecting flights
3. Any entitled or forced rest stops.
4. The size of your pet and container.



Air Cargo. The second method of shipping is by cargo aircraft. In the cargo system the pet is transported unaccompanied to the final destination. Animals are loaded into pressurized holds along with other cargo. Fees for this type of shipment vary according to your location, the number of pets, and the airline transporting the animals. You can find airfreight companies through your local yellow pages, the worldwide web, or ask your veterinarian for suggestions. For more information look at info@IPATA.com (the Independent Pet and Animal Transportation Association International). Again, some airlines limit pet transport to certain times of the year. Upon arrival in Jakarta, it will take approximately 3 hours to clear your pet through Indonesian customs.

Cabin Baggage. Some airlines will permit a limited number of very small pets to be brought onboard as hand-carried baggage. **The pet must travel in the baggage hold as accompanied baggage from Tokyo to Singapore and from Singapore to Jakarta.** If you travel during a pet embargo period, your pet cannot be transferred to the baggage compartment. PLEASE CHECK WITH YOUR AIRLINE.

Indonesian requirements

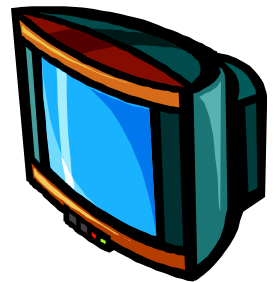
Indonesia requires a pet import license. If the pet arrives as Cargo, and not as excess baggage, TRS will have to request a duty free permit from the Ministry. Obtaining a pet permit is the owner's responsibility. There is one reputable Pet Import company located in Jakarta. Information is available on the web at www.groovy.co.id. Owners can arrange to obtain the import license through this company. The following information will be needed:

- A copy of employee's passport.
- The pet's name, age, color, sex, and breed.
- The shipping mode selected.
- Date of rabies certificate.
- A copy of the Health Certificate (issued within 20 days of arrival)
- An airway bill number, flight number, estimated date and time of arrival in Jakarta, if you ship pets as air cargo.
- Transit permits for travel through Singapore if booked on that route

While the Embassy does not endorse this company, previous employees have had success through their services. Owners can also phone them at (62) (21) 7197704 or 71792158 with any questions you might have.

Protecting your electronics and home appliances

Most US spec electrical equipment is designed to operate between 110V and 120V and at 60hz. Electrical voltage throughout Indonesia is approx. 220V/50hz. Exceptions to this rule are the houses in the FOA complex surrounding the American Embassy Recreation Association. These are wired for 110V/50hz appliances, so check your housing assignment before investing in transformers! If you are bringing 110V appliances or electronic equipment from the US and are not living at FOA, it is advisable to bring voltage transformers with you. Locally made units are available but are not recommended, as they are non-insulated.



Most US spec electrical equipment will work fine in Indonesia with a transformer. However, it would be advisable to leave your 110V/60hz microwaves and clocks in the states. 60hz microwave electronics are extremely sensitive to burnout when operated at 50hz and USA spec 60hz clocks will be off by 4 hours at the end of the day when run on 50hz current, making them not terribly useful in Indonesia. 60hz blenders and other motor driven appliances may also experience a shorter than normal lifespan when operated at 50hz, but this is generally not a major problem. If in doubt, it is possible to purchase most appliances on the local economy. If purchasing appliances for use in Indonesia, multi-system (TVs), multi-voltage (most computers and monitors), travel or dual voltage appliances and similarly designed electrical equipment are your best bet, though not always the easiest to find. They will work in Indonesia, back in the US and in most other posts around the world.

The AAFES website (www.aafes.com) might be a good place to browse, as much of what they offer is for overseas use. Military personnel and dependents are automatically eligible to order from AAFES, either by telephone or through the web page. Other U. S. government personnel serving overseas are eligible to order through the FPO. Non-military personnel should register with AAFES by faxing a copy of their official orders to 1-800-446-0163. If your orders do not indicate the length of your tour, you will be approved for one year.

Regardless of whether your appliances are 110V or 220V, 50hz or 60hz, there are certain safety precautions you should take to protect expensive electronic equipment from damage.

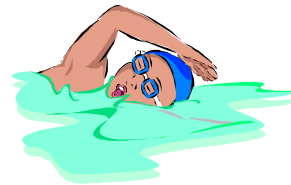
- Wide fluctuations in the voltage are common in Indonesia and can do significant damage to sensitive equipment. A voltage regulator/line conditioner will "even out" the current and protect computers, TVs, stereos and other high tech equipment from damage. These may be

purchased locally for \$50 - \$90 (depending on capacity) or can be brought from US. The better models will have 220V input and both 110V and 220V outputs and be able to handle a minimum of a 500w draw.

- A Universal Power Supply (UPS) would also be a good idea for your computer equipment. A UPS provides emergency power to computers in the event of an interruption in electricity - a common occurrence in many areas of Jakarta. These can also be purchased locally. If you choose to bring a UPS from the States, you should know that the current output of most 220V to 110V step-down transformers is 110V. Many US spec UPSs require a slightly higher voltage output (approx. 120V) to operate properly, which is typical in the United States. It is possible that US spec UPS models will not receive a sufficient power supply to operate if powered through a transformer.
- Many mission families have lost modems (and even entire computers!) in electrical storms. A surge protector for your modem line will protect against such problems. Local models have proven ineffective, so if possible, purchase this item in the United States. While this is not an endorsement, it is well known that ZOOM makes a sturdy modem with built in protection against most telephone line power spikes.

Recreational activities

The American Embassy Recreation Association (AERA) Club, located in Kebayoran Baru in South Jakarta, is a popular gathering place and is used extensively for swimming, tennis and its well-equipped workout room. The club offers regular classes and activities for both children and adults. Many people make use of the video rental libraries at the AERA Club and the Commissary, which offer U.S.-system videotapes (NTSC) and DVDs (System 1). VCDs and laser disks are also readily available on the local economy. American movies are shown regularly in local theaters.



Jakarta is a large city and there are any number of activities and organizations in which you can get involved. If you have questions about a specific type of organization or activity, write to CLO. After you arrive at post you will receive information about various clubs, organizations, service groups, etc. Clubs and activities aren't always easy to find, but there are an enormous array of opportunities available for those who are willing to explore. If you're dithering about whether to bring your mountain bike, or sousaphone, or tap shoes, CLO's advice is, do it! Chances are that there are opportunities to put them to use, if you're willing to ask around. These "off the beaten path" activities are often the most rewarding.

Indonesia on the web

Try these websites for more information on living in Indonesia:

Living in Indonesia, a site for expatriates

<http://www.expat.or.id>

Visit Indonesia

<http://www.prica.org/indonesia/general/tourism/html>

News and Views Indonesia

<http://www.newsindonesia.com>

The Jakarta Post an English language newspaper
<http://www.thejakartapost.com>

Travel Indonesia
<http://www.travel-Indonesia.com/>

Review Indonesia
<http://www.indoexchange.com/ebri/>

Department of Foreign Affairs
<http://www.dfa-deplu.go.id>

U. S. Embassy web site
<http://www.usembassyjakarta.org>

Introducing Indonesia

The People

Indonesia, the world's fourth most populous nation, is home to over 210 million people belonging to more than 300 distinct cultural and linguistic groups. More than 100 million live on the island of Java, which is roughly the size of New York State.

In 1928, the nationalist movement made a crucial decision to advocate adoption of the relatively easy-to-learn Malay language, now known as Bahasa Indonesia, as the national tongue. Today, Bahasa Indonesia is spoken throughout the archipelago and helps to unify the nation.

The Government

Indonesia is currently undergoing a difficult transition to democracy. Popular resentment toward the autocratic 32-year "New Order" rule of former President Soeharto, sparked by Indonesia's economic crisis, led to his resignation in May 1998 and forced his successor – B.J. Habibie – to hold early parliamentary elections in June 1999. Those elections were Indonesia's most free and fair since 1955, and led to the election of President Abdurrahman Wahid and Vice President Megawati Soekarnoputri in October 1999 in a transparent and democratic process. Wahid was removed from office, however, amid allegations of corruption and misrule in July 2001. Megawati succeeded Wahid to the presidency, and Unity and Development Party Chairman Hamzah Haz was elected to replace Megawati as Vice President. Megawati's Cabinet, initially hailed as a "dream team" due to its inclusion of economic "professionals," has brought renewed political stability, but still is trying to find effective means of governance to deal with the daunting challenges that Indonesia now faces.

Megawati offered strong verbal support for the War on Terrorism during a visit to Washington just after the September 11 terrorist attacks. The government has said it is willing to work with countries in the region to combat militants. However, nationalist and Islamic sentiments pose political problems for any Indonesian government seeking to take vigorous action against terrorism. Indonesia faces many serious challenges in the near and long term. Among key government priorities are economic recovery, restoring the rule of law, and

maintaining national unity. Indonesia embarked on an ambitious decentralization program in January 2001, but that has so far failed to end separatist movements in the restive provinces of Aceh in Northern Sumatra and Irian Jaya. Communal violence along Muslim-Christian lines in the Maluku island chain and in Central Sulawesi has taken a devastating human toll since hostilities first broke out in January 1999. Attaining accountability on past human rights abuses committed by the military -- especially atrocities in the former province of East Timor -- is a critical step that the government must take in order to sustain its credibility at home and abroad.

Important reforms have been underway since the fall of the Soeharto regime, including a restoration of citizens' political rights, a reduced military role in politics, constitutional amendments providing for a better balance of powers, decentralization and a free press. Over the longer term, however, the government and the Parliament will have to tackle substantial outstanding structural reforms in order to prevent a return to the political abuses and economic distortions of the past, including but not limited to: reforming the judiciary and Attorney General's office, professionalizing the military and police and eliminating their remaining political role, restructuring the devastated banking sector, and promoting work-outs of corporate debt.

The State Ideology - Pancasila

The Indonesian Government bases its ruling philosophy on the "Pancasila" or "Five Principles" as laid down in the Preamble to the country's 1945 Constitution. They are:

1. Belief in one God.
2. Just and civilized humanity.
3. Unity of Indonesia.
4. Sovereignty of the people.
5. Social Justice.

Religion

The first Pancasila principle, belief in one God, is fundamental to understanding Indonesians. Religion permeates life here. The government officially recognizes Islam, Christianity, Hinduism and Buddhism and guarantees freedom of worship to the practitioners of these religions. Adherents of other religions are generally able to worship freely as well.

Islam

The majority of Indonesians follow the Islamic faith. Merchants from Gujarat, Northern India probably brought Islam to Sumatra in the thirteenth century. From there traders carried it to port cities on Java's north coast. By the fifteenth century, Islam was spreading throughout the archipelago. Mosques across Indonesia call Muslims to prayer five times a day. During the ninth month of the Islamic calendar, or "Ramadhan," Muslims fast ("puasa"). During this time of atonement and purification, most Muslims will not eat, drink or smoke during the daylight hours. At the end of Ramadhan, Muslims celebrate the two-day Lebaran festival. This is the most important holiday in Indonesia. Traditionally, workers receive a Lebaran bonus of one month's salary. Most Indonesians take their holiday at this time as well.

Christianity

About ten percent of the Indonesian population is Christian. Portuguese Jesuits and traders brought Catholicism to Indonesia in the 15th century and Dutch colonists brought

Protestantism. In more recent times, several missionary groups have converted people in the outer islands. Parts of Northern Sumatra, Sulawesi, Kalimantan, the Moluccas and Flores have large Christian populations.

Hinduism

The early Javanese Kingdoms followed the Hindu religion and most Javanese still observe rituals that can be traced to the Hindu past. Today, however, only the Balinese practice Hinduism. The Hindu religion pervades the island, giving it its special character.

Buddhism

Buddhists, found mainly among the Chinese community, form a small minority in Indonesia. A thousand years ago, however, their forefathers built the world's largest Buddhist monument, Borobudur, in central Java. Buddhists gather at this elegant temple for prayers and meditation on important holy days. Buddhists also maintain monasteries, temples and schools that emphasize the teachings of Buddha.

Mystics and Animists

Although not officially recognized by the government, there are scores of traditional religions that recognize and propitiate a galaxy of spirits. In the outer islands, especially, many tribes worship their own set of animal and ancestor spirits. Throughout the archipelago, mysticism plays an important role in day-to-day life.

In Java, for example, you will experience a common ritual, the "selamatan" which is usually a feast to celebrate, sanctify or ameliorate something. Healers, mystics and ceremonial specialists are important people in Indonesia.

Cultural Notes

Indonesians have a rich and diverse culture. Foreigners who make the effort to learn about the customs and traditions of the archipelago are richly rewarded. And, Indonesians will eagerly help you discover their country. This simple list of cultural do's and don'ts will help you get started on the right foot and avoid offending people you meet in your first weeks here.

Smile

The saying, "smile and the whole world smiles with you" certainly applies to Indonesia. Indonesians love to smile and they like to see a smile in return. A smile helps break the ice and it can smooth over an unpleasant encounter with a sales clerk or travel agent.

Heads

A man's soul lives in his head. Don't pat or rub the head of any Indonesian, young or old. Generally, try to avoid towering over the heads of senior people. It's considered disrespectful.

Hands

Indonesians, like most Muslims, eat with their right hand and wash with their left hand. They use their right hand to give or receive things like money, food, and packages. Do not beckon someone with an upturned palm or crooked index finger motioning towards you. Indonesians think this is rude. An Indonesian would extend his right hand palm down and wave his fingers downward to draw another Indonesian over to him. You will often see women walking hand in

hand. Many Indonesians will take your hand to display friendship. There is nothing strange about this. Try not to shake off a hand that reaches for you. Indonesians might think you are rejecting them. Avoid aggressive gestures like pointing at someone, standing with your hands on your hips or crossing your arms over your chest while talking with Indonesians. The American habit of slapping someone on the back or heartily seizing someone by the shoulder to show camaraderie is not appreciated in Indonesia. If you want to get someone's attention, it is better to gently touch his or her elbow.

Feet

It is extremely rude to sit with your legs crossed in such a way that the soles of your feet are facing someone. Indonesian women in a formal situation sit with both feet on the floor at an angle.

Respect for Elders

Indonesians have great respect for hierarchies. A father or "Bapak" and mother or "Ibu" are more than just a father or mother. He and she are figures of authority. In exchange for respect and fidelity, Bapaks and Ibuses are responsible for taking care of their "children" who may be real children or bureaucratic underlings or employees. You will rarely hear Indonesians publicly criticize their elders. They have a lot of respect for people of high rank.

Dress Codes

As a general rule, dress codes are more conservative and somewhat dressier than in the United States. For women, shorts, sleeveless blouses and short skirts are appropriate for casual occasions with other Americans, but are less appropriate when socializing with Indonesians. Sleeveless dresses and blouses can be worn, but you might want to bring a scarf or light sweater for purposes of both modesty and warmth – most indoor places are air-conditioned. Many official dinners and receptions indicate a dress code of "batik." Good quality men's batik shirts are available locally and are the equivalent of a business suit – but much cooler!

Outside of Jakarta, dress codes are more conservative, especially in areas not frequented by tourists and westerners. Be especially sensitive in your dress when visiting mosques and temples. Remove your shoes before entering a mosque and do not go into the praying area, which is only for believers. Do not take photographs of the altar. When photographing generally, try to be as unobtrusive as possible. Women and men may also be segregated in places of worship.

Holidays

Isra Miraj Nabi Muhammad

Falling on the 27th day of the seventh month of the Arabic calendar, this holiday commemorates the Ascension of Muhammad.

Hari Raya Nyepi (Balinese New Year)

The Balinese celebrate their New Year in absolute quiet. They do not leave their house. They do not turn on their electricity. They do not do any strenuous activity. It takes place in early March and is generally not a good time to be in Bali unless you want total peace and are willing to cook your own meals. Everything grinds to a halt (including basic services).

Ramadhan

Muslims in Indonesia fast ("puasa") for one month, which is determined according to a lunar calendar. Throughout this fasting month, Indonesian Muslims do not eat or drink during the daylight hours. They have their first meal before sunrise and break the fast ("buka puasa") just after sundown with tea and a traditional sweet called "kolak," which is usually made of dates,

coconut milk and palm sugar all stewed together. Indonesians do go to work during Ramadhan, but activity levels are usually reduced. In Jakarta, Ramadhan is not observed too rigorously -- you will, for example, find restaurants open during the daylight hours. You may, however, hear drums announcing the times to get up to eat!

Idul Fitri, Lebaran or Hari Raya

Indonesians end Ramadhan with the Lebaran celebrations. Think of this holiday as the equivalent of Christmas or Chanukah. This two-day holiday traditionally begins with a mass prayer held in the open. In Jakarta, however, it is common on the last night of Ramadhan to celebrate in the streets with drums, dancing, and fireworks. Intercity transportation becomes a problem as people vacate Jakarta en masse to return to their home villages to celebrate with their families.

Indonesians use the occasion to get new clothes, forgive and forget old quarrels and exchange cards and gifts. People visit friends and relatives and feast. Everywhere you hear the phrase, "Maaf Lahir Batin," which is an apology for any wrongdoing committed during the year. This is also a time when the more affluent give donations to the less fortunate. And, of course, employers give bonuses to their employees.

Hari Raya Waisak

Buddhists celebrate Hari Raya Waisak, the Buddha's birthday, during the full moon in the month of May. This day also commemorates his enlightenment. Many Buddhists gather at Borobudur temple in central Java to observe and participate in special ceremonies.

Idul Adha

This day of sacrifice occurs on the tenth day of the eleventh month of the Arabic calendar. Those who are able go to Mecca to attend special ceremonies. Others may kill a goat or sheep and give the meat to the poor.

Muharam

The Muslim New Year, marking the end of the Muslim lunar calendar. While it is a national holiday, it is not widely celebrated here.

Proklamasi Kemerdekaan

Indonesians celebrate their Independence Day on August 17, which marks their independence from the Dutch. This is the biggest national holiday in Indonesia and is marked by elaborate parades, public entertainment and special programs.

Maulid Nabi Muhammad

The prophet Muhammad's birthday falls on the 12th day of the New Year of the Islamic calendar. Indonesians celebrate it by reciting the Koran all night long. People go to the mosque and pray. At the Sultan's palace in Yogyakarta, there is a special ceremony for cleaning the kerises, amulets and gamelan musical instruments. Muslims, dressed in their best batik and bearing food offerings, join a procession from the Kraton (palace) to the mosque.

Kartini Day

On April 21st, Indonesians observe Kartini Day in memory of Kartini, the first Indonesian woman to advocate women's education and equality. Although it is not an official holiday, there are parades, speeches and special events staged to highlight the achievements of women in this country.

Chinese New Year

Sino-Indonesians celebrate the traditional New Year in a subdued manner. Public celebrations are limited to the Chinese sections of town. However, the Chinese temples are full and Chinese families have their customary feasts at home.

Special Occasions

Welcoming Newborns

Acknowledge the birth of a child to a friend by sending flowers and a card to the maternity ward. When the mother and baby are ready to receive visitors, you may call on them. Take a small wrapped gift. Cash is less appropriate.

Circumcision or Sunatan

Indonesian boys are usually circumcised between the ages of 11 and 12. Expatriates may be invited to a gathering of family and friends for the celebration. A small gift of money in a plain white envelope may be given to the boy.

Weddings

Wedding customs in Indonesia vary according to the ethnic background of the couple. Invitations for the exchange of vows and a reception usually come together with the understanding that your presence will bring a blessing to the newlyweds. Reception lines are very long for bigger weddings and you are expected to go through twice, first to congratulate the couple and second to take your leave before going home. This gives the couple the chance to thank guests for their gifts and the blessing of their presence. Appropriate gifts depend on the status of the couples.

Villagers -- Young, lower-middle-class couples appreciate things like dishes, sheets, pots and pans, and batik. Avoid giving food or towels.

Middle Class -- Dishes, glassware, electrical appliances and decorative items are always appreciated. Avoid giving sheets, towels and other private items.

Upper Class -- Television sets, gas cookers, crystal and silver are common gifts for the well to do. However, do not feel if you are invited to an upper class wedding that you need to spend a lot of money on a gift. It is not necessary to take gifts to the really large weddings, especially if you do not know the family well. If you do know them well, it is nice to give the couple something made abroad. Avoid giving local handicrafts. You present your gift at the reception line. An attendant will give you a card. This is considered a thank you note.

Men should wear a long-sleeved batik shirt for a village wedding and a western business suit for a city wedding. Women should wear a nice dress in subdued colors. If one of your domestic staff gets married, he/she will probably most appreciate a gift of money. Do not, however, give money to someone who is your social equal.

Funerals

Muslims try to bury their dead within 24 hours. All the relatives of the deceased are expected to attend the funeral so there is a real effort made to inform relatives and friends about a death immediately. Yellow flags attached to the hoods of cars in a procession indicate that passengers are conducting a funeral. These cars have the right of way. People attending a funeral should stand at the gravesite until the grave has been covered and shaped. The family of the deceased must give a Selamatan (small feast) a week after the funeral and again 40 days after the

funeral. This is an appropriate time to call and express sympathy. If a member of your staff or a member of your staff's family dies, a small gift of money to help defray these costs will be appreciated.

Selected Bibliography

In addition to the following titles, several locally published books will be recommended to you soon after you arrive at post. These include several publications by the American Women's Association and book of maps of Jakarta – absolute essentials for getting to know the city. You will also be able to take advantage of CLO's library of travel guides to areas throughout Indonesia and the region.



Travel guides:

Bacon, Derek. *Culture Shock! Jakarta at your Door*, Graphic Arts Center Pub. Co, 1999

A thorough, relevant, and highly entertaining introduction to life in Jakarta, aimed at newcomers planning to stay long-term.

Dalton, Bill. *Indonesia Handbook*, Moon Publications, 1995.

Arguably the best “all-in-one” travel guide to Indonesia. Especially good for travel to remote destinations and budget travel.

Turner, Peter. *Lonely Planet Guide to Indonesia*, Lonely Planet Publications, 1997.

Smith, Holly. *Adventuring in Indonesia: Exploring the Natural Areas of the Pacific's Ring of Fire*, Sierra Club Books, 1997.

Great information on trekking, biking, and other outdoor pursuits with a special emphasis on environmentally friendly activities.

History, Politics, and Fiction:

Geertz, Clifford. *Religion of Java*, University of Chicago Press, 1976.

Gardner, Paul. *Shared Hopes, Separate Fears: 50 Years of US-Indonesian Relations*, Westview Press, 1997.

Baker, Richard et al. *Indonesia: The Challenge of Change*, St. Martins Press, 1999.

Van Oosterzee, Penny Van. *Where Worlds Collide, the Wallace Line*, Cornell University Press, 1997.

Schwarz, Adam. *A Nation in Waiting: Indonesia's Search for Stability*, Westview Press, 1999.

Toer, Pramoedya Ananta. *Buru Quartet*, Penguin Books, 1985 and after. (fiction; English translation of major Indonesian author.)

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